

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-095-12-6</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/4/12</i>	
1 FROM (Agency or establishment) USDA/Forest Service		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Monica McGee	5 TELEPHONE NUMBER (202) 205-0442	DATE <i>07-18-2012</i>	ARCHIVIST OF THE UNITED STATES <i>Pat M. Ward</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input type="checkbox"/> is not required</span> <span><input checked="" type="checkbox"/> is attached, or</span> <span><input checked="" type="checkbox"/> has been requested</span> </div>			
DATE 4/3/2012	SIGNATURE OF AGENCY REPRESENTATIVE <i>Monica R McGee</i>		TITLE Forest Service Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Forest Service Record Group 95  <u>File Code.</u> 2330  <u>Heading</u> Publically Managed Recreation Opportunities <u>Subheading</u> Recreation Fee Envelopes  <u>Description of Records</u> Records consist of completed recreation fee permit envelopes (and similar documents) used to collect and/or record the collection of fees associated with visitor day and campground use on Forest Service lands. Information collected includes the amount collected (via envelope or other method), number of days paid, time and date of purchase, visitor's vehicle license number and registered state, visitor's home zip code, number in party, other charges (if applicable), visitor's Interagency Pass/Golden Passport or Regional Forest Pass Number (if applicable). The information is collected at the recreation site and is used by Agency collection agents (including Collection Officers), forest protection officers, and Federal law enforcement agents to ensure recreation fee compliance by national forest visitors. Additionally, some information may be recorded and retained by national forest recreation staff and used to monitor national forest visitation patterns.  <u>Note 1</u> Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.  <u>Note 2</u> Close file at end of fiscal year and apply retention period  <u>Disposition</u> Temporary, 1 year	GRS 6, ITEM 1	